

8 APR 1970

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MEMORANDUM FOR:

SUBJECT : Contract Employee Hire

1. You are requested to have actions initiated to hire 7 contract employees, WB-1 step 1, Building Laborers for employment in the Archives and Records Center. Employment will be required for at least one year, for the primary purpose of transferring material from old records shelving to new moveable shelving.

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2. The duration of contract may be from date of hire, should this be accomplished prior to 30 June 1970 through 30 June 1971. All other provisions of the contract should conform to [redacted] contracts prepared by your contracting officer.

3. Support Services Staff funds and contract ceiling are available to accommodate employment of the 7 required laborers.

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Chief, Support Services Staff

DDS/SSS/LM:skd (8 April 70)

Distribution:

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- 1 - SSS Subject
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